



COMPUTER TRAINING

OHR has partnered with OfficePro - a Microsoft Certified Partner and small business, located in Gaithersburg - to provide training to Montgomery County Government employees on Microsoft Office

Suite 2010 and 2013 applications.

Below is the Class Schedule for 2015-2016.

<u>EXCEL 2010</u>		
Excel 2010 Introduction	10/08/2015	9:00 a.m. - 4:00 p.m.
Excel 2010 Intermediate	11/04/2015	9:00 a.m. - 4:00 p.m.
Excel 2010 Advanced	12/15/2015	9:00 a.m. - 4:00 p.m.
<u>EXCEL 2013</u>		
Excel 2013 Introduction	10/08/2015	9:00 a.m. - 4:00 p.m.
Excel 2013 Introduction	11/04/2015	9:00 a.m. - 4:00 p.m.
Excel 2013 Intermediate	11/17/2015	9:00 a.m. - 4:00 p.m.
Excel 2013 Advanced	12/08/2015	9:00 a.m. - 4:00 p.m.
<u>Office 365 Overview Session</u>		
Office 365 Overview: Essentials & Collaboration	10/01/2015	9:00 a.m. - 10:30 a.m.
Office 365 Overview: Essentials & Collaboration	10/01/2015	11:00 a.m. - 12:30 p.m.
Office 365 Overview: Essentials & Collaboration	10/07/2015	9:00 a.m. - 10:30 a.m.
Office 365 Overview: Essentials & Collaboration	10/07/2015	11:00 a.m. - 12:30 p.m.
<u>OFFICE 2013 Overview with Tips and Tricks</u>		
Office 2013 Overview with Tips & Tricks	10/01/2015	9:00 a.m. - 12:00 p.m.
Office 2013 Overview with Tips & Tricks	10/01/2015	1:00 p.m. - 4:00 p.m.
Office 2013 Overview with Tips & Tricks	11/03/2015	1:00 p.m. - 4:00 p.m.
Office 2013 Overview with Tips & Tricks	11/03/2015	9:00 a.m. - 12:00 p.m.
<u>OUTLOOK 2010 and 2013</u>		
Outlook 2010 Introduction	10/20/2015	9:00 a.m. - 4:00 p.m.
Outlook 2013 Introduction	10/12/2015	9:00 a.m. - 4:00 p.m.
Outlook 2013 Introduction	10/29/2015	9:00 a.m. - 4:00 p.m.
Outlook 2010 Intermediate	11/19/2015	9:00 a.m. - 4:00 p.m.
Outlook 2013 Intermediate	11/05/2015	9:00 a.m. - 4:00 p.m.

<u>POWERPOINT 2010 and 2013</u>		
PowerPoint 2010 Introduction	10/13/2015	9:00 a.m. - 4:00 p.m.
PowerPoint 2013 Introduction	10/14/2015	9:00 a.m. - 4:00 p.m.
PowerPoint 2010 Intermediate	11/12/2015	9:00 a.m. - 4:00 p.m.
PowerPoint 2013 Intermediate	11/16/2015	9:00 a.m. - 4:00 p.m.
<u>WORD 2010 and 2013</u>		
Word 2010 Introduction	10/07/2015	9:00 a.m. - 4:00 p.m.
Word 2013 Introduction	10/06/2015	9:00 a.m. - 4:00 p.m.
Word 2010 Intermediate	11/06/2015	9:00 a.m. - 4:00 p.m.
Word 2013 Intermediate	11/18/2015	9:00 a.m. - 4:00 p.m.

Beyond these regularly scheduled classes, Office of Human Resources can assist departments with:

- Coordinating and setting up any of the above classes for individual departments (funded by the department)
- Developing customized technology training not listed above for employees from individual departments (funded by the department).
- Matching multiple departments with similar technology needs for jointly funded training.

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Ready to Enroll in Computer Classes

ENROLLMENT INSTRUCTIONS

Employees – with user name and password*

1. Log-into (link → [Employee Self-Service](#)) > Employee Self-Service > Employee Self-Service blue button > MCG HR Employee Self-Service > Learner Home
2. Go up to the top-left of the Screen
 - In the drop-down menu change “Course” to “Class”
 - Type ***one word from the title of the class*** in the window > Click “Go”
3. Find the class you want to attend
 - To find the ***Location***, click on the Class Title and look under Class Resources Bookings
 - Click the “Enroll” button located on the far right of the screen > Click Review > Click Submit
4. You should now see the class listed under “Enrollments” on your Learner Home page.
5. ***If you receive a message that the class is full,*** you may place yourself on the waitlist. If you do, you will be notified when/if you get into the class.